

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I. <u>Position Title:</u>	Public Works Director	<u>Revision Date:</u>	5/01
		<u>EEO Function:</u>	Exempt
		<u>Status:</u>	Exempt
		<u>Control No:</u>	20500

II. Summary Statement of Overall Purpose/Goal of Position:

Under the strategic direction of the City Administrator and Mayor, manages all facets of operations, budget and personnel within the Public Works Department; develops, implements, and monitors all projects within transportation, engineering, streets, fleet and capital improvements.

III. Essential Duties

- Develops and plans improvements for streets systems.
- Oversees long-range planning and development of public works programs and projects.
- Directs new construction design.
- Signs off on survey inspections and public works projects.
- Represents or provides representation of department's programs with the news media, citizen groups and professional organizations.
- Hires, trains, motivates, evaluates, disciplines and directs the work of division directors and other staff.
- Prepares and administers the department's annual budgets.
- Plans and develops emergency operational plans for the public works department.
- Insures compliance with all federal, state, and local environmental regulation.
- Oversee solid waste collection operations for the city.
- Develops department policies to ensure compliance with city, state, and federal regulation.
- Represents City on boards regarding special interests relating to Public Works.

IV. Marginal Duties

- Responds to citizen complaints pertaining to city operations.
- Directs the preparation of reports and summaries of projects and programs in progress.
- Performs other duties as assigned.

V. Qualifications:

**Education:** Bachelors degree in Public Administration, Engineering, or a related field; valid Utah Drivers License required.

**Experience:** Ten years related experience with progressively increasing responsibilities including at least four years administrative and supervisory experience; may substitute up to two years of additional education for two years of required experience, except supervisory experience.

**Knowledge of:** Management, research, budgeting, public administration, statutory requirements of municipal infrastructure facilities and systems as they apply to OSHA, EPA guidelines, etc.

**Responsibility for:** The direction of Public Works; the supervision of a budget (including carryover) of 18 million dollars; great responsibility for the care, condition, and use of materials, equipment, money, and tools; great responsibility for making decisions which affect the activities of others - what to do, when to do it and how; great responsibility for the supervision of all Public Works division directors and other staff members.

**Communication Skills:** Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public presenting data that may influence important decisions; requires a well developed sense of strategy and timing; ability to deal well with upset and irate people; regular and frequent contact with persons of high rank, requiring tact and judgement to deal with and influence people.

**Tool, Machine, Equipment Operation:** Regular use of a telephone, copy machine, calculator, City vehicle, computer, and printer.

**Analytical Ability:** Organize, delegate, and establish meaningful goals; prepare and present highly complex reports in verbal and written form; coordinate and direct a variety of major construction and maintenance programs related to public works projects; prioritize tasks; establish effective working relationships with employees and the public; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision.

VI. Working Conditions:

Great mental effort is required daily; a great amount of pressure and fatigue is present during an average work day; moderate exposure to overtime with night meetings and weekend work required; constant exposure to deadlines; very frequent deadlines; occasional field work and exposure to traffic and construction site hazards.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_